



**TEXAS DEPARTMENT OF AGRICULTURE**

**2013 – 2014  
Regional Review Committee  
Training and Scoring  
Guidelines**

**Texas Community Development Block Grant Program**

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# **Regional Review Committee Training and Scoring Guidelines**

## **Executive Summary**

### **Overview**

The Texas Department of Agriculture (TDA) administers the Texas Community Development Block Grant Program (TxCDBG), which provides financial assistance to cities with populations of less than 50,000 and counties under 200,000. At the federal level, the funds are allocated under the Community Development Block Grant (CDBG) Program by the U.S. Department of Housing and Urban Development. The TxCDBG funding is a key federal source of funding that provides direct grant assistance to rural areas for public infrastructure improvements, disaster relief, housing, and economic development. Each year an Action Plan is developed that provides an estimate of the annual allocation, funding categories and the method that the state will use in distributing the funding. TxCDBG annually funds approximately one-third of the applications received for funding. (TxCDBG allocation for the 2012 program year (PY) - \$59,537,991.)

### **Role of the Regional Review Committees**

The role of the Regional Review Committees (RRCs) is to participate in establishing scoring criteria that will be used to select applicants for funding under the Community Development (CD) Fund, the largest TxCDBG funding category (2012 - \$36,740,894). The CD fund is available on a biennial basis for funding from program years through an annual application competition in each of the 24 state planning regions. The TxCDBG Community Development Fund application cycle will be based on a scoring methodology that considers objective factors for selection and ranking of applicants for funding. The majority, approximately (90%) of the points, are assigned by the RRCs.

Each of the 24 Regional Review Committees are responsible for determining local project priorities and objective factors based on public input for the appropriate region. The RRC process begins with a meeting to obtain public input related to priorities and needs of the region, which may be considered by the RRC in determining local project priorities and objective scoring factors. The RRC will conduct a public meeting to first accept public comments and then formally adopt the scoring criteria, establish the numerical value of the points assigned to each scoring factor and determine the total combined points for all RRC scoring factors.

Each region will adopt a RRC Guidebook, which will describe the following:

- Objective scoring factors
- Numerical value of points assigned to each scoring factor
- Scoring methodology – indicating how responses will be scored
- Data sources verifiable to the public

In order for applicants to provide documentation and information necessary for scoring purposes, the RRC Guidebook shall provide a format for applicant responses and identify the support documentation required from applicants to verify information for scoring purposes.

### **TxCDBG Responsibilities**

Once the applicants are scored at the regional level, the scores will be forwarded to TxCDBG. TxCDBG will assign 10% of the RRC total combined points based on factors described in the 2013 TxCDBG Action Plan plus the Low and Moderate Income Persons (LMI) National Objective Scoring factor. TxCDBG will be responsible for reviewing the RRC scores and for determining the final ranking of the applicants once the RRC and the TxCDBG scores are summed, and approval of the final ranking. TxCDBG is responsible for publishing the final ranking of the applicants for each region.

## SECTION ONE

### Regional Review Committee Training and Checklist

#### I. RRC Training

In order to promote consistency throughout the state and to give new committee members an opportunity to become familiar with the procedures, a mandatory training session at the RRC Meeting will be provided by TxCDBG and assigned RRC support staff. The training will cover a brief overview of the TxCDBG program and RRC roles and responsibilities for determining local project priorities, establishing scoring factors, scoring methodology, identifying data sources and other procedures.

#### II. RRC Public Hearing and Meeting to Adopt Local Project Priorities and Objective Scoring Factors – Checklist

	<b>Prior to Public Hearing of the RRC</b>
	The RRC proceedings are subject to the Texas Open Meetings Act.
	Each eligible applicant is notified of the public hearing in writing at least 5 days prior to the public hearing.
	A public notice of the hearing must be published in the newspaper at least 3 days in advance.
	<b>During Public Hearing of the RRC Meeting</b>
	A quorum of seven members is required. Number of members present: _____
	RRC holds public hearing and meeting to adopt local project priorities and objective scoring factors. During public meeting, RRC provides opportunities for public comment, discussions, deliberations and votes in public. Public comments agenda item: Yes_____ No _____
	The RRC must establish a policy that prohibits voting by committee members who arrive late or do not attend the entire public hearing.
	An appointed RRC member may designate a proxy from his/her city or county for purposes of a quorum, however only appointed RRC members may vote on RRC actions.
	The RRC may not adopt scoring factors that directly negate or offset TxCDBG scoring factors.
	RRC Discussion and consideration of any issue from previous scoring factors.
	After the RRC's adoption of its scoring factors, the score awarded to a particular application may not be dependent upon an individual RRC member's judgment or discretion.
	The RRC shall select support staff to develop the RRC Guidebook, calculate the scores, and provide other administrative RRC support. The RRC Guidebook must identify the role of each entity selected. RRC support staff selected: _____ Role: _____
	RRC establishes the maximum grant amounts for the region: Single jurisdiction: \$ _____ Multi-jurisdiction: \$ _____
	RRCs are encouraged to establish set-asides for housing and non-border colonia projects. Yes: _____ If yes: Housing %: _____ Non-border colonia fund %: _____ No: _____
	<b>RRC Guidebook Adopted by RRC and Approved by TxCDBG Staff</b>
	The RRC Guidebook should be adopted by the RRC and approved by TxCDBG staff at least 90 days prior to the CD Fund application deadline set by TxCDBG.
	<b>Regional Scores Due to TxCDBG</b>
	RRC scores are due to TxCDBG within 30 days after TxCDBG notifies the region in writing that the deficiency period is complete and applications are forwarded to the RRC support staff.

**SECTION TWO**  
**REGIONAL REVIEW COMMITTEE**  
**ROLE AND RESPONSIBILITIES**

**I. Organization of the Regional Review Committee (RRC)**

Each Committee will consist of 12 members appointed by the governor. The chairperson of the RRC is also appointed by the governor. RRC member serve at the pleasure of the governor and serve until replaced.

**II. Procedural Requirements of the Regional Review Committee**

**A. General Requirements**

**1. RRC Must Notify Applicants of Public Hearing at the RRC Meeting to Adopt Local Project Priorities and Objective Scoring Factors**

a. The RRC proceedings are subject to the Texas Open Meetings Act. The RRC must notify each eligible locality in the region in writing of the date, time and place of the RRC meeting and public hearing at least five days prior to the public hearing. One of the following four methods must be utilized when sending the notice:

- certified mail;
- electronic mail;
- first class (regular) mail, with a return receipt for local signature enclosed; or
- deliver in person (e.g., at a Council of Governments [COG] meeting);

b. A notice of the public hearing and meeting must be published in a regional newspaper in the region at least three days in advance of the actual meeting. A published newspaper article is acceptable in lieu of a public notice if it meets the content (date, time, location and purpose) and timing requirements.

c. The RRC must provide for public comments on the RRC meeting agenda. RRC discussions, deliberations and votes must be taken in public and must comply with the Texas Open Meetings Act.

**2. Quorum Required for RRC Meeting**

A public meeting of the RRC requires a quorum of seven members (regardless of status of term or elected office) appointed by the governor. Each Regional Review Committee must establish a policy that prohibits voting by committee members who arrive late or do not attend the entire public meeting held to adopt local project priorities and objective scoring factors and other RRC procedures.

**3. Only Appointed RRC Members May Vote on RRC Actions**

An appointed member may designate a local official alternate from his/her city or county to participate in the RRCs deliberations for the purpose of meeting a quorum. This alternate person must be authorized in writing from the official being represented prior to his/her participation at any RRC meeting where voting is to occur. Please note, however, that proxies cannot vote on RRC matters. (This means that proxies may not vote on organizational matters, objective scoring factors, and any other related scoring procedures.) Proxies are there to satisfy the quorum requirements.

**4. RRC May Provide Information to TxCDBG Concerning Threshold Criteria**

RRCs are encouraged to provide information that would assist TxCDBG in determining applicant compliance with eligibility thresholds and other information that may be considered by TxCDBG in the state scoring factors.

B. Appeals Meeting

For any appeals pertaining to alleged procedural errors committed by the RRC, the procedures outlined in Section Four will be implemented.

III. Role of the Regional Review Committee

Each Regional Review Committee is responsible for determining objective scoring factors based on public input. The RRC shall establish the numerical value of the points assigned to each scoring factor and determine the total combined points for all RRC scoring factors.

A. RRC Responsible for Adopting Local Project Priorities and Objective Scoring Factors

1. Hold Public Hearing during, RRC meeting to Discuss, Select, and Adopt Scoring Factors

A public hearing to discuss priorities and adopt objective scoring criteria is conducted by the RRC. The RRC support staff must provide (public notification five days in advance of meeting by regular mail, electronic mail, or telephone calls). The public must be given an opportunity to comment on the priorities and the scoring criteria being considered by the RRC. The RRC may limit the duration of public comment period and length of time for comments. The final selection of the scoring factors is the responsibility of each RRC. The RRC may not adopt scoring factors that directly negate or offset TxCDBG scoring factors. Sample scoring criteria may be developed with public participation and submitted to TxCDBG for preliminary review and for full discussion and deliberation by the RRC during the public hearing.

RRCs are encouraged to establish a priority scoring that considers the nature and type of project.

2. RRC Indicates How Responses Will Be Scored and Identify Data Sources

The RRC must clearly indicate how responses would be scored under each factor and use data sources that are verifiable to the public (See suggested format - **Attachment A**). This is an opportunity for applicants and staff to discuss any issues with previous scoring factors.

After the RRC’s adoption of its scoring factors, the score awarded to a particular application under any RRC scoring factor may not be dependent upon an individual RRC member’s judgment or discretion. (This does not preclude collective RRC action that the state TxCDBG has approved under any appeals process.)

B. RRC Selects Administrative Support Staff

The RRC shall select one of the following entities to develop the RRC Guidebook, calculate the RRC scores, and provide other administrative RRC support:

- (i) Regional Council of Governments (COG), or
- (ii) TxCDBG staff or TxCDBG designee, such as another COG or
- (iii) A combination of COG and TxCDBG staff or TxCDBG designee.

The RRC Guidebook must identify the entity responsible for calculating the scores and must define the role of each entity selected. The RRC support staff, as determined above, is responsible for reviewing and verifying RRC information found in the application for scoring purposes, but may not accept additional information from applicants. The RRC support staff may only use the application information forwarded by TxCDBG for scoring purposes.

C. RRC May Establish Maximum Grant Amounts

RRC may establish maximum grant amounts within the following ranges:

Single Jurisdiction Applications	Multi- Jurisdiction Applications
\$275,000 - \$800,000	\$350,000 - \$800,000

1. RRC are authorized in the 2013 Action Plan to establish a grant maximum between \$275,000 or an amount equal to \$12.5% of its combined 2009 and 2010 allocation, whichever is lower.
2. Where the RRC takes no action, the grant maximum will be \$800,000 for single jurisdiction applications and \$800,000 for multi-jurisdiction applications.
3. To ensure sufficient funds in the CDBG award to provide substantial benefit and to provide for construction efficiencies, the RRC should not prioritize application amounts lower than the maximum or \$200,000.

**D. RRC Housing and Non-Border Colonia Set-Asides Encouraged**

Each Regional Review Committee is highly encouraged to allocate a percentage or amount of its Community Development Fund (CD) allocation to housing projects and for RRCs in eligible areas, non-border colonia projects, for that region. Under a set-aside, the highest ranked applications for a housing or non-border colonia activity, regardless of the position in the overall ranking, would be selected to the extent permitted by the housing or non-border colonia set-aside level. If the region allocates a percentage of its funds to housing and/or non-border colonia activities and applications conforming to the maximum and minimum amounts are not received to use the entire set-asides, the remaining funds may be used for other eligible activities. (Under a housing and/or non-border colonia set-aside process, a community would not be able to receive an award for both housing or non-border colonia activity and an award for another Community Development Fund activity during the biennial process. Housing projects/activities must conform to eligibility requirements in 42 U.S.C Section 5305 and applicable HUD regulations.) The RRC must include any set-aside in its Regional Review Committee Guidebook.

**E. RRC Guidebook Adopted and Approved At Least 90 Days Prior to Application Deadline**

The RRC Guidebook should be adopted by the RRC and approved by TxCDBG staff at least 90 days prior to the CD application deadline set by TxCDBG. The RRC shall disseminate the RRC Guidebook to the applicants upon written approval by TxCDBG. The RRC will be required to submit the public input documentation along with the RRC Guidebook to TxCDBG.

**F. RRC Scores Are Due to TxCDBG within 30 Days to Completion of the Deficiency Period**

RRC scores are due to TxCDBG within 30 days after TxCDBG notifies the region in writing that the deficiency period is complete. The RRC may not change the requested amount of Texas CDBG funding, change the scope of the project proposed, or negotiate the specifics of any application. Regional scores shall be calculated and reported to TxCDBG on less than full point intervals (i.e., to 4 decimal points) in order to reduce the chance of ties between regional applicants. TxCDBG will retain these same intervals when calculating the total scores and final rankings. The RRC shall announce the RRC scores to the public after TxCDBG has reviewed the scores for accuracy and written approval is received.

**G. COGs Preparing Applications/Administering CD Contracts May Not Be Selected As RRC Support Staff**

COGs that prepare CD Fund applications and manage contracts will not be allowed to serve as Regional Review Committee (RRC) support staff for that region during the public hearing and scoring of applications. These COGs may not prepare the RRC Guidebook or score the region's applications.

## **SECTION THREE**

### **TxCDBG RESPONSIBILITIES**

**I. TxCDBG CD Fund Selection and Award Responsibilities**

**A. TxCDBG Staff Reviews RRC Guidebook**

1. TxCDBG Reviews RRC Guidebook

TxCDBG staff will review each RRC Guidebook to ensure that the scoring procedures are in compliance with 24 CFR 91.320(k) (1). The regulation states in part that “The statement of method of distribution must provide sufficient information so that units of general local government will be able to understand and comment on it and be able to prepare responsive applications.” TxCDBG staff will also review the scoring factors selected to ensure that all scoring factors are objective. Each RRC must obtain written approval from TxCDBG staff before implementing the RRC scoring process. As part of the approval process of the RRC Guidebook, the TxCDBG staff may provide further details or elaboration on the objective scoring methodology, data sources and other clarifying details without the necessity of a subsequent RRC meeting.

The state TxCDBG staff may establish:

- (i) a deadline for the RRC to adopt objective factors for all of its scoring components and submit its adopted Guidebook incorporating the objective scoring methodology to the state TxCDBG staff for approval;
- (ii) a RRC scoring review appeals process in the Guidebook Instructions and/or the Texas Administrative Code.
- (iii) establish the maximum number of regional scoring factors that may be used in order to improve review and verification efficiency.
- (iv) Determine that certain regional scoring factors may not be used because the data is not readily available or would require excessive effort to verify in a timely manner.

## 2. Eligible Applicants Submit CD Fund Applications to TxCDBG

An eligible applicant may submit one application under the Community Development Fund. Two copies of the application (one original and one copy) and a third electronic copy must be furnished to TxCDBG within the CD Fund application deadline. (See tentative timeline - **Attachment B**) The CD Fund application must include all of the RRC information provided in the RRC Guidebook required for regional scoring.

## 3. Review of Applications for Completeness and Eligibility

Upon receipt of an application, TxCDBG staff will perform a completeness and eligibility review of the CD application to determine whether the application is complete and whether all proposed activities are program eligible, meet a national objective and in compliance with other TxCDBG requirements. Only the TxCDBG staff may disqualify a CD Fund application. If the application is not subject to disqualification, staff will contact the applicant and explain the deficiencies that have been identified and how they must be addressed. A response correcting the deficiencies must be submitted to TxCDBG within 10 calendar days from the date of contact. TxCDBG will notify the RRC support staff that the deficiency periods for all applicants in the region are completed. Corrected applications will be forwarded to the RRC support staff for scoring purposes.

## 4. TxCDBG Responsible for Reviewing Scores

TxCDBG shall be responsible for reviewing all scores for accuracy and for determining the final ranking of applicants once the RRC and TxCDBG scores are summed. The regional scores for RRC factors and the ranking of applications are not considered final until they have been reviewed and approved by the state TxCDBG staff. The RRC is responsible for providing to the public the RRC scores, while the TxCDBG is responsible for publishing the final ranking of the applications.

## 5. TxCDBG Prepares Funding Recommendations

TxCDBG is responsible for publishing the final ranking of the applications. TxCDBG staff is responsible for preparing and publishing the funding recommendations. TxCDBG will publish on their website preliminary combined RRC and State scores for review.

## 6. TDA Commissioner Announces 2013-2014 Program Year Applications for Funding

The Commissioner of TDA will approve awards to the program year applications.

## 7. TxCDBG Works with the Recipients to Execute Contracts

Upon the announcement of the 2013 program year awards, TxCDBG staff will begin working with recipients to prepare and execute contracts. TxCDBG staff will make a site visit to each of the applicants recommended for funding to verify information included in the application. These visits will take place prior to the preparation of contracts. While the award must be based on the information provided in the application, TxCDBG may negotiate any element of the contract with the recipient so long as the award amount is not increased and the level of benefits described in the application is not decreased. (Level of benefits may be negotiated only when the projects can only be partially funded with the remainder of the target allocation within a region.) The same process will be followed for the 2014 recipients within the appropriate time-frame for program year funding.

## II. State Scoring – 10% of Maximum Possible Score for Each RRC as Described in the 2013 Action Plan

TxCDBG will assign 10% of the total RRC combined points as follows:

- (1) Past Selection – Maximum Points - 2% of Maximum Possible RRC Score
- (2) Past Performance - Maximum Points - 4% of Maximum Possible RRC Score
- (3) Basic infrastructure or Housing Activities - 2% of Maximum Possible RRC Score

[alg1]

## III. Statutory – Low and Moderate Income (LMI) Persons National Objective

To assist in fulfilling the CDBG Statutory requirements for the percentage of program year awards that must meet the LMI National Objective, applications that meet the LMI National Objectives for each activity (51% L/M) will receive 2% of the maximum possible RRC Score for each region. To ensure the TxCDBG program meets the statutory LMI National Objective requirements if the ranking in a region would not result in the award of at least 75 percent of the allocated funds for LMI National Objective, then the TxCDBG shall make awards based on a revised ranking to achieve at least a 75 percentage level for LMI awards for the region.

## IV. Tie-breaker in a Region

If needed in the ranking of applications within a region based on available funds remaining, a tie between multiple applications shall be broken based on the per capita income ranking, with a lower per capita income level ranking higher, followed by a second tie-breaker, if needed, of the highest poverty rate ranking higher, followed by a third tie-breaker, if needed, of the highest annual unemployment rate ranking higher.

## V. Impacts of Failure to Adopt RRC Objective Scoring Factors

If the RRC for a region fails to approve an objective scoring methodology to the satisfaction of the TxCDBG consistent with the requirements in the 2013 Action Plan by the established deadline or if the RRC fails to implement the approved methodology, the state TxCDBG staff will begin with the final RRC scoring factors for the 2011/2012 cycle and adjust them based on the following:

- The state may establish the maximum number of regional scoring factors that may be used in order to improve review and verification efficiency and may insert factors to provide a minimum number of factors;
- The state may determine that certain regional scoring factors may not be used because the data is not readily available or would require excessive effort to verify the information in a timely manner; and
- To ensure consistency, the state may determine the acceptable data source for a particular regional scoring factor.

## **SECTION FOUR**

### **APPEALS PROCEDURES**

Appeals will be handled in accordance with the following procedures:

#### **1. Written Notification to RRC and TxCDBG**

An applicant must notify its Regional Review Committee and TxCDBG in writing of the alleged specific violation of the RRC scoring guidebook within five working days following the date the RRC scores are made available to the applicants (RRC staff support is advised to record this date).

#### **2. RRC Notification to Applicants of Appeal(s)**

Within ten working days following the receipt of an appeal, the RRC will notify all applicants in the region that the RRC will reconvene to hear the appeal. The RRC will give notice to applicants that their scores may be affected by the outcome of the appeal and may present pertinent information at the RRC appeal meeting.

#### **3. RRC Reconvenes to Hear the Appeal(s)**

In an open meeting, the RRC shall consult with the appellant jurisdiction and consider the appeal. With a simple majority quorum present (i.e., seven members), the RRC will vote to either deny the appeal and forward the appeal and the original regional scores to TxCDBG or to sustain the appeal and proceed with corrective actions. If the RRC sustains the appeal, the RRC makes corrections and forwards the corrected regional scores to TxCDBG. The RRC administrative staff will send a written description of the results of the appeals meeting to all applicants in the region and to TxCDBG. Please note that applicants negatively affected by an original appeal have the same procedural rights to participate in the scoring appeal meeting, including presenting relevant information to the RRC.

#### **4. Applicants May Appeal a Decision of the RRC**

Within five working days following the decision of the RRC, an applicant may submit an appeal of the RRC decision to TxCDBG. The appeal must be submitted to TxCDBG in writing stating the alleged specific violation of the RRC scoring guidebook.

#### **5. TxCDBG Makes Final Scoring and Ranking Determinations**

If the appeal is unresolved by the RRC or denied at the regional level, and the applicant appeals a decision of the RRC, the TDA Commissioner will make a final determination as follows:

- sustain the appeal and make funding recommendations based on corrected regional scores; or
- reject the appeal and make funding recommendations considering the original RRC submitted scores.

TxCDBG will notify the region of the decision and post the final rankings for the region.

## ATTACHMENT A

### RRC Scoring Format and Suggested Process

#### Step 1: Determine Which Priorities are Important to the Region and Assign Weight

Determine which categories are important to the RRC, and the relative importance of each category. Assign weight on a percentage basis to each category that will total 100%. RRCs are encouraged to establish a priority scoring factor that considers the nature and type of project.

#### EXAMPLE:

Need/ Distress	Match/ Leverage	Cost Effectiveness	Population	Utility Rates	Project Type/ Priority	RRC Total
30% +	30% +	10% +	10%+	0 +	20%	= 100%

#### Step 2: Develop the Questions/Scoring Factors and Assign Points

Select questions/scoring factors for each category. Modify/choose from the sample questions/scoring factors provided by TxCDBG or create new questions/scoring factors. Based on assigned weights, assign points to each question that will add up to the total amount of points for that category. Determine the total number of points. Add TxCDBG points (10% of the total RRC points).

#### Step 3: Statutory LMI Persons 51% met

Assign 2% of Maximum RRC points if this state requirements is met.

#### EXAMPLE:

Need/ Distress	Match/ Leverage	Cost Effectiveness	Population	Utility Rates	Project Type/ Priority	RRC Total Points
60 +	60 +	20 +	20 +	-	40	= 200 Points

$$200 \text{ (RRC Points)} + 20 \text{ (TxCDBG Points)} + 4 \text{ (LMI)} = 224 \text{ Total Points}$$

#### Need/Distress (Assign Points for Selected Category)

Select Questions/Scoring Factors for Each Category and Distribute Points to Sublevels as Necessary

- Question/Scoring Factor #1 **40 Points Maximum**
- Scoring Methodology (how responses will be scored):
- Data Source:
- Information Needed From Applicant to Score:

#### Match/Leverage (Assign Points for Selected Category)

Select Questions/Scoring Factors for Each Category and Distribute Points to Sublevels as Necessary

- Question/Scoring Factor #1 **60 Points Maximum**
- Methodology (how responses will be scored):
- Data Source:
- Information Needed From Applicant to Score:

#### Cost Effectiveness

Select Questions/Scoring Factors for Each Category and Distribute Points to Sublevels as Necessary

- Question/Scoring Factor #1 **20 Points Maximum**
- Methodology (how responses will be scored):
- Data Source:
- Information Needed From Applicant to Score:

**Population**

*Select Questions/Scoring Factors for Each Category and Distribute Points to Sublevels as Necessary*

- Question/Scoring Factor #1 **20 Points Maximum**
- Methodology (how responses will be scored):
- Data Source:
- Information Needed From Applicant to Score:

**Project Type/Priority (Assign Points for Selected Category)**

*Select Questions/Scoring Factors for Each Category and Distribute Points to Sublevels as Necessary*

- Question/Scoring Factor #1 **40 Points Maximum**
- Scoring Methodology (how responses will be scored):
- Data Source:
- Information Needed From Applicant to Score:

## ATTACHMENT B

### COMMUNITY DEVELOPMENT FUND SELECTION AND AWARD TIMELINE

	Tentative Dates	Activity/Action
1.	October, 2012	Two copies (one original and one copy) and an electronic copy of the CD application (inclusive of RRC scoring information) are due to TxCDBG by the established deadline.
2.	October 2012  January 2013	If the application is not subject to disqualification, TxCDBG will complete a review of the application. Applicants have 10 calendar days of contact by TxCDBG staff to respond to deficiencies.  TxCDBG will forward applications to the RRC support staff for scoring once the deficiency periods have elapsed and corrections are received from applicants.
3.	February - March 2013	RRC scores are due to TxCDBG within 30 days of written approval to proceed with scoring.
4.	April 2013	TxCDBG scores state scoring factors and then sums RRC and TxCDBG scores for final ranking of 2011-2012 applications for each region.
5.	May 2013	Upon receipt of the HUD annual allocation, TxCDBG will make funding recommendations.
6.	April – May 2013	TxCDBG staff begins 2013 site visits to communities approved for funding to confirm application information and contract preparation commences. Site visits and contracts will begin for applicants approved for funding during the second year of the biennial competition sometime during the spring of 2014.
7.	June 2013	Upon receipt of the HUD grant award, TxCDBG will make the 2013 CD awards.